



Sustainable Transportation Plan Advisory Committee

Date: Tuesday, July 28, 2020

Time: 3:00 PM – 4:00 PM

Location: Conducted via Remote Participation

In attendance: Adam Chapdelaine, Mike Rademacher, Ezekiel Wheeler, Heather Barber, Darcy Devney, Jenny Raitt, Daniel Amstutz, Julie Wayman, Doug Mayo-Wells, Len Diggins, Rachael Stark, Kelly Lynema.

Minutes

1. Welcome and Introduction to Remote Meeting, including Ground Rules.

Daniel Amstutz read a set of prepared remarks explaining the procedures that the Committee would follow to hold a virtual meeting. Governor Baker signed an Executive Order in response to the COVID-19 pandemic allowing virtual meetings, which suspended the usual Open Meeting Law requirement that a quorum of committee members be physically present in order to hold an official committee meeting. Amstutz confirmed the committee members in attendance for the meeting.

2. Approval of Minutes from July 13, 2020.

Amstutz said he had not been able to complete the minutes from the July 13 meeting and they would need to skip this item.

3. Connect Arlington Virtual Forum.

Amstutz went over the agenda for the Connect Arlington forum on July 30. He noted that he had condensed a part of the presentation relating to the goals and timeline of the project in response to a previous comment from Rachael Stark. He brought up the annotated agenda to explain the forum agenda in more detail and who will speak or present during each part. He asked Kelly Lynema if it was possible to record the breakout groups apart from the main recording. Lynema noted this might be possible if the facilitators are make co-hosts which would allow them permission to control the recording feature. She suggested testing the breakout groups during this meeting to see if it works. With consensus from the committee, Amstutz broke the participants into two Zoom breakout groups to test the breakout group features so they would be prepared for the forum. After a few

minutes Amstutz ended the breakout groups to bring the committee members back to the main online meeting space.

Heather Barber recommended including some talking points about the goal of the public feedback and breakout groups in the introduction to the forum. Jenny Raitt noted she can put this in her introduction and at the end of the forum as well. Raitt said it wouldn't hurt for the facilitators to repeat that information during the breakout groups as well.

Amstutz noted that he created a facilitator handout for the forum. Lynema will set up the breakout groups ahead of time. Committee members and staff discussed whether or not note takers in the groups would be needed, or if the group discussions can be recorded and summarized later. There was concern that it would be difficult to report out on the group conversation without a note taker. It was also noted that the time allotted for the group discussion and reporting out wasn't enough. Amstutz said Nelson/Nygaard shared their concern about the amount of time for discussion and also noted that the focus groups they have been running are meant to provide an opportunity for in-depth discussion on various topics. The committee further discussed the logistics of the breakout groups and whether there would be enough facilitators to make the groups work well. Ezekiel Wheeler suggested giving more time to the breakout groups discussion in the agenda. Amstutz noted they could take some time away from the second Q & A and the closing for that. Wheeler also suggested moving the breakout groups to the end so they can take as long as they need. Len Diggins said he would be OK with having a large group discussion instead of breakouts, if that's preferred. Amstutz suggested restructuring the meeting so that there would be discussion of next steps after the first part of the presentation and more time allotted to the breakout groups and report out after that by using the time from the second round of Q & A. The committee was in agreement with this approach.

Raitt said that Town staff could provide the note taking help for the breakout groups, and offered herself to take notes as well. Lynema and Wayman agreed, and Raitt noted Ali Carter will also attend the meeting and could be a note taker. Amstutz noted that Phil Goff, Len Diggins, Heather Barber, Rachael Stark, and Doug Mayo-Wells will be facilitators; and Jenny Raitt, Kelly Lynema, Julie Wayman, Ali Carter, and Darcy Devney would be note takers. Lynema also suggested that everyone register for the forum now and also log in to the meeting early. Committee members also agreed to have more people in the breakout groups if necessary so the plan for the groups could be preserved.

There was further discussion of the chat box function and whether or not it would work. Raitt noted staff can go into the settings for the Zoom meeting to turn this on to be available. Wayman manipulated some of the settings to enable the chat function and noted it can be set so people cannot send private chats to one another, only the hosts.

Amstutz went to the draft presentation for the forum and explained that Nelson\Nygaard is looking for feedback on the results from the survey about the top goals for the transportation system. He further discussed the main questions to be talked about in the breakout groups. Other questions include what would you like to change about the transportation system in Arlington, what is standing in the way of change, and what other transportation issues should be studied. Amstutz noted he can consolidate some of these questions to be shorter. Raitt said the note takers can share these questions to the screen so the facilitators don't have to worry about it. Amstutz said he will move some slides around on the presentation based on what was discussed at this meeting.

Devney said she received an email from a resident looking for the results of the survey. Amstutz noted he will put together a larger version of the presentation that includes more of the slides that Nelson/Nygaard sent to him but won't be presented in the forum. Someone interested in more information could look through this file on their own. He also said staff will put the breakout questions into a Google Form and send it out to the public after the forum to allow people who couldn't attend the forum to provide their feedback. He will also add the Zoom meeting guidelines as its own slide at the beginning.

4. Adjourn.

Wayman asked Amstutz to stay on for a few minutes after this committee meeting to discuss methods to counter possible Zoom bombing.